



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday April 1, 2020  
REGULAR MEETING 7:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

## **NOTICE** **Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:**  
Toll-Free Dial-In Number: (833)759-9778  
CONFERENCE CODE **7846996#**  
To view presentation content:  
Go to <https://my.intercall.com/9tc7rcq>  
Once connected to Unified Meeting:  
Select – I Will Call  
Click on Join Meeting

Download Agenda Packet and Materials at [www.todb.ca.gov/](http://www.todb.ca.gov/)

### **REGULAR MEETING 7:00 P.M.**

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By President Pease.
2. Pledge of Allegiance - Led by President Pease.
3. Roll Call - All present.

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

Public comment:

- Comment regarding purchase on list of district invoices from vendor Worley Parsons Group, Inc. for \$40,628.32

#### **C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT Minutes of Regular Meeting for March 18, 2020 – Approved.
2. Approve Register of District Invoices – Approved.

#### **D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report.  
Lea Castleberry from Supervisor Burgis' office discussed an update regarding COVID-19 and the continued process to shelter in place. The order has been extended through May 3, 2020 to shelter in place by bay area jurisdictions. Social gathering areas are closed and gatherings are prohibited. Only essential activities will continue to be permitted. United States Census Bureau reporting date has been extended through August 14, 2020.
2. Sheriff's Office Report  
Mark Johnson, Police Lieutenant with Contra Costa County declared there are no major items to report. Indicated patrols are staying visible and accessible. Usual patrol stops have continued.
3. CHP Report.  
None.
4. East Contra Costa Fire Protection District Report.  
Battalion Chief Ross Macumber of the East Contra Costa Fire Department reported on local fires and preparedness operations for any COVID-19 case surges.

**E. LIAISON REPORTS**

**F. PRESENTATIONS**

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding Making a Final Decision on the Proposed Rate Increase Option for the Water and Wastewater Enterprises.  
General Manager Mike Davies introduced Alison Lechowicz from Lechowicz and Tseng Municipal Consultants. Alison talked about options for Rate Study originally presented on March 18<sup>th</sup>, 2020 as a draft providing three options for consideration demonstrating rate payer impact over the next five years. Capital Improvement Projects were considered in the figures presented. Email correspondence from a member of the public received by General Manager Davies was included as Additional Materials for Board consideration. Board made a decision to proceed with Option three of the Rate Study Report and to vote on this item on April 15, 2020 Board Meeting. Rates will go into effect July 1, 2020.

Public comment regarding:

- Opposed to timing of rate increases. Indicated rather, Town should lower water and sewer rates and eliminate meter charge. Family finances are being impacted due to pandemic.

Director Leete indicated that the consensus at the Finance Committee Meeting was to proceed with option three for water rates, and option four for sewer rates citing the lowest impact for customers in comparison to the other options presented.

Public comment regarding:

- Reasoning for increase and concerns with Capital Improvement Project costs.

Director Gutow agreed with Director Leete regarding options selected for Rate Increases. Director Graves also agreed that the selected options were the best possible choice for minimal financial impact to the community. President Pease echoed the decision of the Water and Wastewater Committee Chairs.

Motion by Director Leete to proceed with option three for water and option four for wastewater rate and directing the Prop 218 Implementation.

Second by Director Graves.

AYES: 5, NOES: 0, ABSENT: 0, ABSTAIN: 0

2. Discussion and Possible Action to Approve Resolution No. 2020-07, Approving Preparation of Application to LAFCo to Annex Lands Owned by the District Containing the Existing Newport Water Treatment Plant and Wastewater Plant No. 2, Adopting a CEQA Exemption and Directing Filing of the Notice of Exemption.

Project Manager Mike Yeraka initially presented on February 5, 2020 the prospect to annex District's land which contains the Newport Water Treatment Plant and Wastewater Plant number two. District has been liable for property tax despite Newport Water Treatment Plant's location outside of District boundaries. Request to Annex said properties will result in saving this expense in property taxes. Timeline for application process was discussed.

Director Graves questioned the location of Well Seven and its possible need to be added to annexation and Notice of Exemption. Project Manager Yeraka indicated Well Seven is within District boundaries.

Motion to accept Resolution 2020-07 offered by Director Graves. Director Leete Second. Town will move forward with preparation of application to LAFCO to Annex Lands Owned by District Containing the Existing Newport Water Treatment Plant and Wastewater Plant number 2. Town will also adopt a CEQA Exemption and file Notice of Exemption.

AYES: 5, NOES: 0, ABSENT: 0, ABSTAIN: 0

**H. MANAGER'S REPORT**

None

**I. DIRECTORS' REPORTS**

**1. Standing Committee Reports.**

- a.** Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer)  
April 1, 2020. Chair Leete conveyed the discussion of the Water and Wastewater Rate Study.
- b.** Internal Operations Committee Meeting (Committee Members Robert Leete and Kevin Graves)  
April 1, 2020. Chair Leete states bids on facility security and the impact of COVID-19 on District operations were discussed today. Chair Graves stated that upcoming laws will mandate stronger security at some Town offices and Treatment Plants
- c.** Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer)  
April 1, 2020. Chair Pease states a water update was given and an update on diffuser replacement was provided.

**2. Other Reportable Items.**

None

**J. GENERAL MANAGER'S REPORT**

Per the Town's Legal team, President Pease requested feedback from the rest of the Board pertaining to opinions about teleconferencing meetings versus in person meetings. Director Leete expressed interest in video conferencing where visuals of all the Board Members are displayed. Director Mayer indicated contentment with procedures thus far.

**K. CORRESPONDENCE RECEIVED (Information Only)**

None

**L. FUTURE AGENDA ITEMS**

Director Mayer expressed discontent with the teleconferencing company used at today's Board meeting. Noted the struggle and difficulty of residents and callers attempting to join the meeting and requested a close consideration to discontinue using this vendor for future meetings.

**M. ADJOURNMENT**

- 1.** Adjourn to the next regular meeting of April 15, 2020 beginning at 7:00 p.m.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District website located at <https://www.todb.ca.gov>."